# JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!*
*Close to Bus Routes, Light Rail, & Parking Garages*

---

<u>**Associate Programmer Analyst (Specialist)**</u>
**Monthly Salary:  $4467-$5431**
**1 Permanent/Full-Time Position**
**Location:  Downtown Sacramento**
**Position Number: 443-300-1579-xxx**
**Job ID Number: 06-045**
**Final Filing Date: June 21, 2007**

---

## General Statement of Duties:

Under the general supervision of the Chief, Information Technology, the Associate Programmer Analyst (Specialist) supports and maintains in-house computer systems, desktops, peripherals and network. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware and equipment while ensuring optimal workstation performance. The incumbent will also troubleshoot problem areas in a timely and accurate fashion, and provide end user training and assistance where required. Additional duties include: web development activities from analysis, design, coding, implementation, and support of information systems. The incumbent develops and maintains the Internet and Intranet web sites using modern web development tools and technologies and assists in other data reporting programming projects.

## Specific duties include, but are not limited to:

- IT Support Activities: As member of a small IT Unit, the incumbent assists the network administrator with standard software applications/programs installation, basic network support operations and help desk troubleshooting activities, such as mapping network drives, creating new user log-in accounts, setting up Outlook emails, and maintaining Track-it. Monitors web site security and acts as the key technological resource for protecting MRMIB's web site infrastructure.
- Web site administration and support: The incumbent uses programming skills to analyze, design, develop, and support MRMIB Internet/Intranet web sites using Visual Web Developer 2005, Dream weaver, and Adobe Photoshop. Independently analyzes requirements and develops solutions to meet staff web's requests or needs. Demonstrates a high level of analytical and technical skills and assists in developing Internet/Intranet policies, procedures, and best practices. Maintains knowledge of current web-related programming languages and technologies, and makes recommendations on web development tools procurement.
- Documentation: The incumbent develops thorough and detailed documentation of both the Internet and Intranet web sites and any programming projects. Works cooperatively with

administrative vendor and health plan technical staff to solve problems and implement changes for the benefit of maximizing the use of information and data provided by administrative vendors and contractors, and document the process. Analyzes complex MRMIB data and communicate documented results clearly to management and non-technical staff.
- Special Projects: The incumbent participates in special projects as a member of a team or as team leader, and demonstrates excellent analytical skills.

## Essential Qualifications:
- Excellent analytical skills and the ability to communicate effective both orally and in writing.
- Knowledge of HTML and any dynamic scripting languages like JavaScript, ASP, CSS, visual web developer tools etc.
- Knowledge of computer networks, and hardware and software installation.
- Knowledge of, and formal training in programming and application development methodologies and techniques.
- Ability and desire to work with new technologies such as ASP.NET 2.0, SQL Server, and Visual Studio.

## Desirable Qualifications:
- Knowledge and experience with SQL Server Reporting Services or Crystal Reports is a plus.

## Other Expectations:
- Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Demonstrates the ability to work independently as well as a member of a team.

## Who May Apply:
Individuals at the Associate Programmer Analyst (Specialist) level or who have list or reinstatement eligibility to this classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees.

Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with Job ID No. **06-045** and Position No. **443-300-1579-xxx** written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board**
**1000 G Street, Suite 450**
**Sacramento, CA  95814**
**Attn: Julia Mclean – Human Resources Office**

**Final filing date:  June 21, 2007**

If you have questions regarding this information, contact Ms. Mclean at (916) 323-4138 or via email at jmclean@mrmib.ca.gov.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*